



Anthony Simalabwi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Bookkeeping transactions from source documents to Execute Bank Reconciliations, Debtors / Creditors Reconciliations, Invoicing / Receipting Cash, Cheques or Electronic Transfer Transactions, Budgetary processes, Cash flow projections, Revenue forecasts, Trial Balance and Balance sheet analysis.

Internal Auditing - Proven ability to successfully implement Auditing Trial for small and median sized company that minimizes Loss of Revenue by undertaking detailed Reconciling of Debtors/Creditors, TT Transfers and POS payments (swipe cards) for multiple currencies by taking into account commissions and Bank charges where applicable.

I have formulated and implemented successfully internal controls systems that can amplify Management to make smooth roles and responsibilities of companies operating, In Particular; At Livingstone Adventures Group of Companies (Tourism/Hotel Industry) I formulated and implemented in EXCELLSHEET a system that enabled management to ALLOCATE COSTS per PAX (guest) for fully inclusive guests, from all COST DRIVERS such as Food and Beverages, House Keeping and other Repairs and Maintenance costs.

Stock Control Management- In-depth Knowledge of Stock control and documentation (Food & Beverages etc), ability to lay and carry out monthly stock take instructions and procedures for various categories of Inventories by taking note of cut off time for sales outlets and procurement

Proven ability to Manage and Mentor Housekeepers, Restaurants and reservations staff members with CRM-CUSTOMER RELATIONSHIP MANAGEMENT SKILLS with main focus on Customer Satisfaction, Customer Retention and Exceptional Guest Experience.

Detailed Analytical skills on Pricing strategies, Product Differentiation, Target and Marginal Costing, Benchmarking strategies , Transfer Pricing, Competitor's Pricing strategies with regard to retain VARIABLE & FIXED COSTS for the GP margin.

Demonstrated ability in ensuring compliance to company policies and various statutory Bodies such as SARS (for e filling VAT and PAYE), medical and Pension schemes

Knowledge of payroll operations, procedures and statutory Labour remittances , petty cash reconciliation and supporting documentations, Maintenance and updating Asset/ Inventory Register.

Extensive knowledge of insurance Claims processes and most relevant Insurance policies such as motor, non motor, Employers liability, All risks, Office Comprehensive, burglary, money, Goods in transit and reinsurance mitigation strategies.

Would appreciate a job interview at your earliest Convenience in your organization

Please call or emails for my detailed Cv

Yours Faithfully

Anthony

Preferred occupation,
Dear Recruiting Manager,

Accountants
Finance jobs

Finance managers

I'm applying for any position of Accountant /Creditors /Debtors Clerk B/Bookkeeper /Management /Junior Finance officer/Retail Stores Manager at your organization ; I'm confident that I am fully qualified and will be a strong addition to your team.

Shop assistants

I'm a Married Zambian Male aged 31 with a PERMANENT RESIDENT PERMIT IN SOUTH AFRICA

currently based in Pretoria Arcadia, Holder of a CIMA Diploma in Management Accounting, CIMA Certificate in Business Accounting and a Full Grade 12 Certificate. Currently am studying within Pretoria part-time the Last Subject of CIMA Advanced Diploma in Management Accounting.

Preferred work location

Pretoria / Tshwane

Coupled by my CIMA qualification as a Management Accountant, I have acquired relevant industrial accounting experiences as summarized below in very busy and diversified Industries for more than Five (5) years i.e. Tourism, Hospitality, FMCG, and Manufacturing/Production up to Retail Industry.

Contacts and general information about me

SKILLS SUMMARY: 1985-05-14 (40 years old)

Gender Male

Computer Savvy: Microsoft Excel, Pretoria / Tshwane

- Microsoft word and Relative IT skills,

Telephone number Information is available only for registered users.

- Pastel Accounting package, [Sign in](#)

- Retail Management System (RMS), Information is available only for registered users.

Email address [Sign in](#)

- NAVISION accounting Package,

Work experience

-Quick Books accounting package

You were working at: Builders

- Own Personal Car with a Clean Valid Driving License

Additional information

INDUSTRIAL PROFESSIONAL EXPERIENCE: 10000-15000 R per month

How much do you earn now 8000 R per month

Bookkeeping /Accounting - I have sufficient exposure in handling daily routine Accounting and